

OCR NOTICE

CR-20-100-1

18 October 1957

POLICY ON FILLING OCR VACANCIES

OCR will fill vacant positions with the best qualified and most deserving of all individuals considered eligible. Selection and assignment of personnel will be accomplished as follows:

Professional positions, GS-9 through GS-15: clerical and technical positions, GS-7 and above.

- a. As vacancies occur, notices will be circulated to all concerned in accordance with the DD/I "Vacancy Notice System". All qualified individuals who forward applications will be considered by the OCR Career Service Board where the final selection will be made.
- b. If no candidates apply, or if the Board determines that none of the applicants are adequately qualified, Agency recruitment and placement channels will be used for hiring the personnel desired.

Clerical and technical positions, GS-5 and GS-6; and professional positions, GS-7 (other than Trainees)

Notices of vacancies will be circulated in OCR. The OCR Career Service Board will consider candidates and make selections in the same manner as the Career Board acts on positions at the higher grade levels.

Professional positions, GS-7, Trainees

GS-7 Trainee positions will normally be filled by qualified college graduates on duty in OCR or recruited through the Office of Personnel procurement and placement channels. Recruits will be hired at the GS-5, GS-6 or GS-7 level depending on previous training and experience. Candidates will be screened, interviewed, and selected by representatives of the OCR/CSB. Over-recruiting and double-encumbering positions at this level are necessary to meet normal attrition.

Consideration will be given to the transfer of qualified individuals from non-professional to professional positions provided they meet the same standards as those required of new recruits.

Clerical and technical positions, GS-4

These vacancies will be filled through Office of Personnel procurement and placement channels.

Paul A. Borel
Assistant Director
Central Reference

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